



Stourport Boat Club

Management Committee

MEETING MINUTES



Date	1 December 2025	Location	SBC Club Room
Time	18.30		
Committee	Sara Peace (SP), Mark Appleton (MA), Caroline DiMambro (CD), Nic Danby (ND), Liz Danby (LD), Andy Harris (AH), Deb Barnett (DB), Matt Gould (MG), Ryan Clark (RC), Jo Harris (JH), Claudine Harmon (CH), Ella DiMambro (ED) Deb Barnett (DB)		
Copied	Sara Peace (SP)	Captain	Liz Danby (LD)

Item	Header	Notes	Lead
1	Apologies	DB	All
2	Welcome / Guests	None	All
3	Previous Minutes	<ul style="list-style-type: none">• MG - ECIR Report completed<ul style="list-style-type: none">○ Unsatisfactory report – we don't have to do anything about it – although may affect our insurance○ C1 (current danger – fix immediately) – None of these found○ C2 (Potential danger) – a couple of these:<ul style="list-style-type: none">▪ Chip on one of the switches▪ End panel missing and conduit▪ Piping in gym – falling off wall○ C3 (Have a look at)○ Sewerage pump<ul style="list-style-type: none">▪ drawing too much power○ Gate controls<ul style="list-style-type: none">▪ Need to be disconnected properly▪ Might be causing the tripping○ Gym lights<ul style="list-style-type: none">▪ On same circuit as outside lights▪ Currently tripping○ They want to come back and quote for it<ul style="list-style-type: none">▪ We can do quite a bit of it ourselves to save money○ The biggest thing – there is no isolator in the men's changing room shower – needs to be done professionally○ He wants to come back on Wednesday to quote for what work needs to be done• Lockers<ul style="list-style-type: none">○ These all have their own code○ AH – has all the codes now which will be printed○ AH – has two new key boxes○ We will keep record of these on Box○ We then need to decide who can have them○ Junior Coach would be a good idea with all the junior parent information<ul style="list-style-type: none">▪ Committee agrees• Truck Insurance<ul style="list-style-type: none">○ 5 Drivers<ul style="list-style-type: none">▪ Stew Barnett• Committee confirmed	All



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- Jimmy Watson
 - Committee confirmed
- Ade Palmer
 - Committee confirmed for time being
- Mark Tunley
 - To be changed to Paul Danby
- Tim Dorrel
 - To be changed to RC
- LD suggests adding Paul Danby
- LD suggests someone from Junior section
 - Ryan asked, 'would you be happy to go on?'
 - His concerns doesn't want to be all day
 - LD – trying to share the burden going forward
- SP confirmed we can't get insured on driver basis
- **Action:** SP to ask Luke Barnett to add Paul Danby and RC on the insurance
- Trailer netting
 - JH - Anyone towing needs to have the net over the base of the trailer
 - MG – we have a net, SB may know where these are.
- Gym Crack
 - MG – spoken with Chris Bird
 - There is a lot of ivy build-up on the side of the building
 - He doesn't think that's what has caused it, but it probably doesn't help
 - MG is going to start to attack it
 - Chris thinks the crack has probably come from the weight being dropped
 - Chris is going to put some movement marker to track the movement of the crack
 - Suggested – we need so new rubber matting to minimize the impact
 - **Action:** Reminder to go out to members to not drop weights
 - **Action:** MG to look at options and pricing for rubber flooring
 - AH- Chris did say they could put some pins in the wall to brace it. Hopefully it won't be a case of knocking it down and building the wall again – there would be a cost-



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		<p>effective solution</p> <ul style="list-style-type: none">○ RC – the issue with the ivy it might be holding up the neighbour's wall – may need to consider chopping it off and letting it die off<ul style="list-style-type: none">▪ Action: MG to see if we can get into the walkway○ REDACTED○ REDACTED	
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4. Reports			
4a	Membership Report	<ul style="list-style-type: none">● Overview<ul style="list-style-type: none">○ Current membership 146.○ We have lost 2 members and gained a full member and gym member.○ Two cancellations are from the Development Group – James McNabb and Emily Cox.○ Two new members – Phil Vaughan Masters Men and a Junior who is just going to attend the gym sessions over the winter with a view to becoming a full Junior in the Spring.● Estimated income<ul style="list-style-type: none">○ ~£2300 per month○ 4 months to end March 2026	LD
4b	Finance Report	<ul style="list-style-type: none">○ Nothing specific to report○ Sum-up machines<ul style="list-style-type: none">○ All set up and ready to go for the January head	MA
4c	Grounds & Maintenance Report	<ul style="list-style-type: none">● EICR<ul style="list-style-type: none">○ Coming back on Wednesday to provide suggestions on how to improve● Ivy● Weight machines<ul style="list-style-type: none">○ Do we want some more?<ul style="list-style-type: none">▪ If we have any items that are potentially hazardous, we should look at replacing them immediately.▪ MG – none of its dangerous, but some of the stuff is not fit for purpose▪ Costings are required<ul style="list-style-type: none">● New = £2K● Old approx. £500○ Committee happy to set a budget of around £500○ Action: MG to put into the committee chat if something comes up for sign off● Spin Bikes<ul style="list-style-type: none">○ They are in the way at the top of the stairs<ul style="list-style-type: none">▪ Do we need 8 – or can we reduce these down to 4?	MG



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		<ul style="list-style-type: none">▪ Some don't work – we need to assess what works and what doesn't▪ AH points out Lee uses them with the juniors▪ Action: ND And MG to look at <ul style="list-style-type: none">• Cables<ul style="list-style-type: none">○ LD - Does anyone know where they have come from?○ RC – might be speaker cables?○ Action: ND And MG to look into	
4d	Captain's Report	Captains Log <ul style="list-style-type: none">• Although adverse river conditions meant we had to cancel the Small Boats Head on 8th November, planning is already underway for the Winter Head in January, and we remain hopeful for favourable conditions. These events are important for the Club, both competitively and financially.• The Women's Squad meeting on 9th November focused on planning for the upcoming season, including identifying appropriate target events.• On 15th November, the Senior Women competed at the 4's Head in London. Conditions were kind and the squad put in a steady performance against strong opposition — a useful benchmark as we move forward. Thank you to Jimmy for towing the trailer.• A Men's Squad meeting on 23rd November covered similar planning topics to the women's meeting. In addition to established crews, a men's eight is forming with racing aspirations for 2026, and a Masters 4x- has committed to training towards entering the Winter Head in January.• Congratulations to Lee Evans and Stu Campbell, who completed the Launch Drivers Course at Chelmarsh Sailing Club and are now RY2 qualified. Their support will be valuable to the Club going forward.• The first meeting to begin planning for the Club's 150th Anniversary took place on 18th November. The next meeting will be held on Wednesday 3rd December.• A well-attended meeting was held on Saturday 22nd November regarding the World Masters Regatta in Bled, Slovenia (9–13 September 2026). Further details will be provided as planning continues.• Preparations are in progress for the SBC Winter Head on Sunday 25th January 2026. Entries are due to open on 29th December. Please inform your squad coordinator if you wish to take part (4's and 8's only).• Upcoming Events:<ul style="list-style-type: none">○ 7th Dec - Monmouth Winter Head<ul style="list-style-type: none">▪ 2250m Downstream. Fours & Eights only	LD/AH



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		<ul style="list-style-type: none">○ 28th Dec - Pudding Races○ 25th Jan - SBC Winter Head<ul style="list-style-type: none">▪ 4's and 8's only	
4e	Junior Rowing Report	<ul style="list-style-type: none">• Nothing specific to report	RC
4f	Welfare Report	<ul style="list-style-type: none">• Toilet and changing room situation<ul style="list-style-type: none">○ CD – has put a communication asking members to be mindful of the juniors changing<ul style="list-style-type: none">▪ Key message: Members please be discrete and be mindful when changing if juniors are around▪ Message to highlight when prime Junior training times are▪ If getting changed, please use cubical○ Action: CD to send out notification and possibly put together poster?	CD
4g	H&S Report	<ul style="list-style-type: none">• Overview<ul style="list-style-type: none">○ No incidents reported, however river conditions have remained consistently high, requiring extra vigilance and safety checks before boating. The guiding principle for members this month has been: "If in doubt, don't go out."○ In every instance of heavy rain, sewage spills are being reported, mostly in the Stour (which joins the Severn at the shuttering), and also upstream at Highley and Arley. Boat washing and handwashing should be thorough after every outing.• Incident Summary<ul style="list-style-type: none">○ No incidents recorded for this period reporting period.• Risk Considerations & Mitigations<ul style="list-style-type: none">○ High river levels – mandatory safety checks before boating○ Reinforce "If in doubt, don't go out" guidance for all members○ Cold-weather rowing – ensure well-fitting layers, no hoodies or pockets○ High visibility clothing for bow and cox/stroke seats○ Mobile phones carried in waterproof cases○ Launch drivers reminded to minimise wash and operate at low speed near other craft• Equipment & Facilities<ul style="list-style-type: none">○ Reminder to ensure Life jackets are well fitted before going on the water○ First aid kits checked and restocked as required○ One Cox box repair completed and another	JH



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	<ul style="list-style-type: none">sent off for repair and service○ Action ongoing: Easy access launch plan being developed with Boatman to reduce delays in emergency response● Member Engagement & Training<ul style="list-style-type: none">○ Capsize drill scheduling remains a priority for new members (recommended every 3 years for existing members) – Action: Book for the New Year● Training<ul style="list-style-type: none">○ Launch driver licences obtained for Stu C and Lee E both saved to BOX.○ First Aid renewal being undertaken 6th December for Ryan C.● BR Annual Health & Safety Audit<ul style="list-style-type: none">○ Completed and accepted for 2025-26○ Action: Updates required as conditions to do with audit in the New Year	
	<p>Strategic Notes & Recommendations</p> <ul style="list-style-type: none">● From British Rowing HRSA December Guidance:<ul style="list-style-type: none">○ Lighting: Ensure all boats afloat in poor light have Navigation Authority-compliant lights, correctly fitted and in working order○ Wash Awareness: Continue refresher training for launch drivers to avoid excessive wash near other craft○ Footwear & Equipment Checks: Encourage appropriate footwear for land training and confirm boat shoes are secure with heel restraints attached○ Cold Water Shock: Reinforce awareness of hypothermia signs and promote buddy systems for early or solo outings○ RowSafe App: Encourage use of RowSafe and incident reporting tools British Rowing Incident Reporting	
	<p>Actions & Forward Planning</p> <ul style="list-style-type: none">● Easy Access Launch Plan: Work with Boatman to finalise emergency access procedures to reduce response delays● Health & Safety Audit: Full audit scheduled for early <hr/> <ul style="list-style-type: none">● Other HS Items<ul style="list-style-type: none">○ Row Safe<ul style="list-style-type: none">■ JH to work away at this in the	



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		<p>background</p> <ul style="list-style-type: none">○ Canal and River Trust○ MG - apparently you can do this all at once according to Jo Fuller	
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5. Rowing Matters

5a	Events and results	<ul style="list-style-type: none">• Fours Head<ul style="list-style-type: none">○ Well done to the senior ladies	LD
5b	Boat allocation	<ul style="list-style-type: none">• LD has spoken to Steve Link about best practice in boat booking<ul style="list-style-type: none">○ Committee thanks Steve and acknowledges – The great job he does at getting people on the water	LD/RC
5c	Learn 2 Row	<ul style="list-style-type: none">• Nothing to report	LD
5e	Coaching & Development	<ul style="list-style-type: none">• Nothing to report	LD
5f	Fleet Maintenance	<ul style="list-style-type: none">• See 5g below	SB
5g	Boatman Role	<ul style="list-style-type: none">• SB would like to set up a strategic boat maintenance program, that is proactive not just reactive• Committee to provide an outline of scope of work for SB<ul style="list-style-type: none">○ JH – it's on the committee to say what we want him to do• Reporting<ul style="list-style-type: none">○ For transparency's sake, committee to receive report from SB regarding what work has been completed and what work is due to be completed• Scope of work<ul style="list-style-type: none">○ Some items, on provisional scope of work not relevant to the role. i.e. groundwork<ul style="list-style-type: none">■ Role to be focused on the maintenance of boats■ Possible to extend to truck servicing and launch servicing• Expenditure<ul style="list-style-type: none">○ MA – we need to decide what the monthly budget would be. Any further work that would take SB beyond the standard hours to be reviewed on ad-hoc basis○ Current hourly rate is £15/hour<ul style="list-style-type: none">■ Committee to review• Format<ul style="list-style-type: none">○ To avoid potential issues with employment law, National Insurance, etc. SB would need to	All



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	<ul style="list-style-type: none">submit an invoice○ SB to send invoices to the club monthly● Action: Committee to produce outline of scope of work and what the monthly standard hours are● Ongoing plan<ul style="list-style-type: none">○ Action: AH & LD to liaise with Stew about submitting monthly invoice.○ If Stew feels he needs to go over the standard monthly budgeted time, to liaise with AH and LD about this before proceeding○ Stew to support for 20-hours monthly for £300<ul style="list-style-type: none">▪ Quarterly review of Stew's time – next review in February<ul style="list-style-type: none">● To be discussed: whether his current time or hourly rate needs adjusting	
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6. 150th Celebrations and Strategic Plan

6a	<p>Strategy next steps/actions and comms</p> <ul style="list-style-type: none">● First meeting of the 150th 2 weeks ago<ul style="list-style-type: none">○ We need to decide what to prioritise in the strategy so the 150th is aligned<ul style="list-style-type: none">▪ The 150th falls within the wider SBC strategy○ It is now in a position to be shared with the wider membership<ul style="list-style-type: none">▪ JH – would like to put some imagery together to bring it to life and put it somewhere members can see▪ Would like to outline what's being planned. First on the list being 150th initiative● Landing Stage<ul style="list-style-type: none">○ Lottery Funding<ul style="list-style-type: none">▪ SP: We are going to push forward for the 150K application▪ They are happy for us to apply for it. This won't be announced till mid-next year○ Bob Eaton is going to push forward with funding from Severn Trent £20k - £50k<ul style="list-style-type: none">▪ Apparently, they are particularly keen to support clubs that have been affected by Severn Trent works○ £200K would allow us to do implement our tier 1 plan○ The landing stage would be an extended step design, removing the grass area. A lot of thought has gone into this design. These plans to be shared with the wider committee and membership.● Communication	All
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		<ul style="list-style-type: none">○ Communication with the wider membership regarding the strategy, landing stage, other key projects and the 150th initiatives is key.○ Its difficult for people to volunteer support if they don't know what's going on.● Strategy<ul style="list-style-type: none">○ Action: JH to put together an idea of what the strategy board would look like. ND to support with design work	
6b	150th Planning group	<ul style="list-style-type: none">● SBC Archiving<ul style="list-style-type: none">○ Action: ND to contact Stourport Matters FB Page○ Action: ND to post on connect asking who has 600 photos?● 150th Crest<ul style="list-style-type: none">○ Black pears to be used for this specific crest as a nod to our past (yellow pears will remain on standard crest)● Press Release<ul style="list-style-type: none">○ CH – would we like to approach the Kidderminster Shuttle to get something in the paper○ Bob Eaton is communicating with new outlet via Bob Warman (Ex-ITV)<ul style="list-style-type: none">■ Support may be needed with this○ British Rowing Magazine<ul style="list-style-type: none">■ CD – would it be worth approaching them■ Committee agreed worth looking into○ NB: any public facing communications to be submitted to committee for review● 150th Medal<ul style="list-style-type: none">○ We need to communicate to clubs that there is a limited-edition medal○ We could do a pre-event interview with the Captain regarding the medals○ LD has shared the design and sample medal – Committee are happy with the quality<ul style="list-style-type: none">■ Committee is happy to order the medal■ We need to order 500 to cover both Winter Head and SBH● 150th pins for members<ul style="list-style-type: none">○ MG – has got price for pins from square blades● Events under consideration<ul style="list-style-type: none">○ 8th March – Captains/Presidents Lunch○ 6th June – Grand Launch of celebration - Chris Bird looking into it – Afternoon tea type event○ August - Pre-regatta festival<ul style="list-style-type: none">■ Invitation to clubs on the Friday to have a bit of fun pre-regatta■ Hoping to have a few years of run time to maximize potential regatta earnings	All



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	<ul style="list-style-type: none">▪ Promotions to start○ Carnival<ul style="list-style-type: none">▪ We should be seen to be giving back to the town▪ Dinner Dance<ul style="list-style-type: none">• Due 17th October• Action: ND to confirm max capacity▪ Sidney Law – It was weekend after the regatta last time we did it▪ New Head Event– Worcester are running 'The Head of the Severn'<ul style="list-style-type: none">• We can look at doing an additional event ourselves• Would be on a different scale to the normal head events<ul style="list-style-type: none">○ Just 8's○ One division• Great to launch on our 150th year• Committee happy to explore• Action: LD/Paul Danby to look at putting it together● Henley<ul style="list-style-type: none">○ Row Past<ul style="list-style-type: none">▪ Chairman of HRR has approved it▪ We have a couple of options:<ul style="list-style-type: none">• Friday Lunch Time• Thursday Lunch time• Thursday Teatime• Saturday Teatime▪ Thursday looks like the better option as we can tie it in with getting a pavilion○ Private Pavillion<ul style="list-style-type: none">▪ Friday lunchtime is really expensive▪ Thursday is cheaper<ul style="list-style-type: none">• Only two left• Up to 50 people per pavilion (£1,925 per pavilion) £3,850 total• Committee approved to book two pavilions – enough for 100 members• Price for members' tickets TBC• Communications to go out to members○ People sitting in the 8<ul style="list-style-type: none">▪ Suggested we should have representatives of members from across the club▪ The Henley rep said they need to be	
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		<ul style="list-style-type: none">• competent rowers.▪ We need to make sure they practice before the day▪ Whoever is select needs to be uniformed – possibly zephyrs• Merchandise<ul style="list-style-type: none">○ SBC Blazers<ul style="list-style-type: none">▪ Action: ND to speak to blazer company to see if they could store the Eaton blue coloured material and to find out what the associated costs are▪ Action: ND to gauge members interest○ Other SBC 150th items:<ul style="list-style-type: none">▪ Zephyrs▪ Rugby Tops▪ Commemorative Pins▪ Regatta printed T-shirts with competing club blades▪ Membership book<ul style="list-style-type: none">• Action: MG to look into it<ul style="list-style-type: none">○ Useful to have rules and regulations○ Points of contact○ Information on how to rig a boat• Pots for the regatta<ul style="list-style-type: none">○ Need to look at what options are available○ Ideally metal/pewter pots<ul style="list-style-type: none">▪ Options and costs to be reviewed○ Could be displayed in a display cabinet at the end of the 150th year• Next 150th meeting – Wednesday 3rd December	
6c	Fundraising/Sponsorship	<ul style="list-style-type: none">• People investigating fundraising:<ul style="list-style-type: none">○ SP○ Bob Eaton○ CH○ Jon Dimambro• Sponsorship<ul style="list-style-type: none">○ Phil Smith• See 6a (Landing stage)	SP
6d	Bar/social events	<ul style="list-style-type: none">• 21st December – Port & Stilton<ul style="list-style-type: none">○ More tickets to be sold○ Lee and AH to make a push on promotion• January<ul style="list-style-type: none">○ CH perhaps we could do a Burns night?• Quiz Night (February)<ul style="list-style-type: none">○ Jimmy said about organizing this	All

7. Secretariat

7a	Secretariat – communication	<ul style="list-style-type: none">• Website Costing	ND
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		<ul style="list-style-type: none">○ ND presented costs for hosting the club website<ul style="list-style-type: none">▪ For hosting the website, email domains and SSL certificates/DNS management = £651 + VAT<ul style="list-style-type: none">• Committee approved• Action: ND to liaise with AIM internet• Perhaps look at shopping around next year	
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8. AOB

8a	Deb's Extra Hours	<ul style="list-style-type: none">• To be discussed at next meeting	All
8b	Truck Driver Insurance	<ul style="list-style-type: none">• See 'Section 3'	All
8c	HM Land Registry	<ul style="list-style-type: none">• To be discussed at next meeting	SP
8d	Club Security	<ul style="list-style-type: none">• Locking up signage and padlock & password protocol	All
8e	REDACTED	○ REDACTED	SP
9	Next Committee Meeting	<ul style="list-style-type: none">• 19th Jan – 18:30	All